



CITY MANAGER'S **UPDATE**

Monthly report to the City of Annapolis City Council

April 2017

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Performance Measures

Police Calls and Service Times

Call Center Activity

The communications section processed **3,198** calls for police service. This is an average of **106.6** calls per day. (*Note that 462 cfs were for Frequent Checks*) The prior month of March 2017 totaled 3200 calls for an average of 103.2 calls per day.

The communications section processed **7,075** telephone calls through the center totaling **8149** talk minutes. Average number of telephone calls per day was **235**. Emergency 9-1-1 calls totaled **839**. Telephone calls for the prior month of March 2017 totaled 4061 for an average of 132 per day. March 911 calls were 447.

Month	2014	2015	2016	2017
January	2894	2571	2673	2748 + 723 fc
February	2714	2422	2585	2336 + 421 fc
March	2885	2714	2884	3557 + 504 fc
April	3005	2808	2925	2736 + 462 fc
May	3197	2961	3089	
June	3161	3059	3096 +630 fc	
July	3515	3076	2945 +495 fc	
August	3280	3064	2824 + 209 fc	
September	3129	2892	2689 + 404 fc	
October	3158	2805	2813 + 615 fc	
November	2763	2871	2502 + 616 fc	
December	2551	2512	2579 + 608 fc	
TOTAL	36,252 99.3 / DAY	33,755 92.4 / DAY	37,181 (33,604w/o fc) 101.6/ DAY	13,487 (11,377w/o fc) 112.4/ DAY

Crime

April 2017

Crime	Murder	Rape	Rob Arm	Rob NWU	Agg Aslt	Burg- Res	Burg- Non	Larc	MV	Total
Apr 17	0	1	2	4	10	6	3	41	2	69
Apr 16	2	6	5	3	19	4	2	48	1	90
Diff +/-	0%	-83%	-60%	33%	-47%	50%	50%	-15%	50%	-23%
			Monthly	%				Monthly	%	
Violent Crime Diff +/-			17/35	-51%	Property Crime Diff +/-			52/55	5%	
YTD 17	2	6	9	10	40	37	8	196	14	340
YTD 16	4	11	10	11	54	41	11	178	4	333
YTD%	-50%	-45%	-10%	-10%	-30%	-10%	-27%	10%	250%	2%
YTD	Violent Crime YTD (Diff #/ %)			67/90	-26%	Property Crime YTD (Diff #/)			255/234	9%

Condition Index for Streets

- Total length of City streets – approximately 90 miles of roadway are City maintained.
- Weighted average “Remaining Surface Life” of City streets – 8.1 years
- FY2017 paving total – 1.79 miles

Diversion Rate of Solid Waste from Disposal at a Landfill

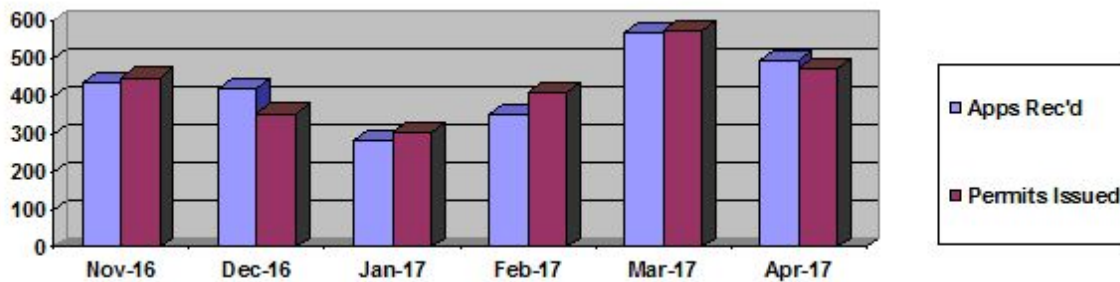
- April diversion rate – 41.8%
- 12-month (May 2016 – April 2017) diversion rate – 41.6%

Water Quality Testing Results

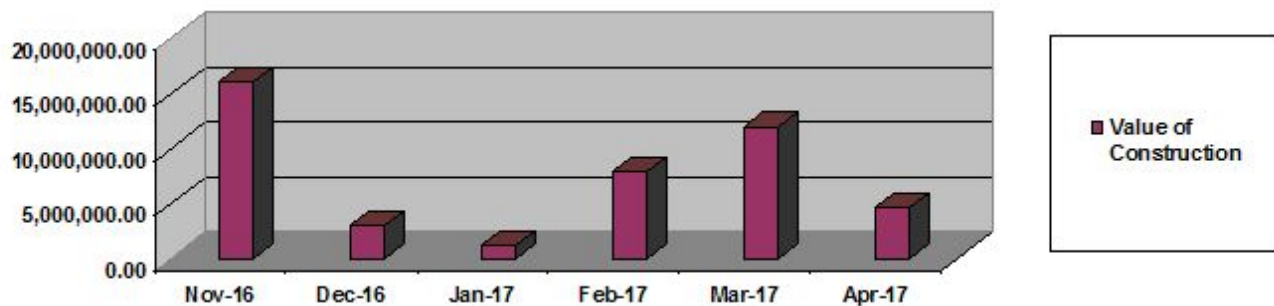
- There were no water quality issues with the April 2017 water samples.
- There have been no water quality issues with water samples taken in 2017

Permits

491 permit applications were received; 471 permits were issued.

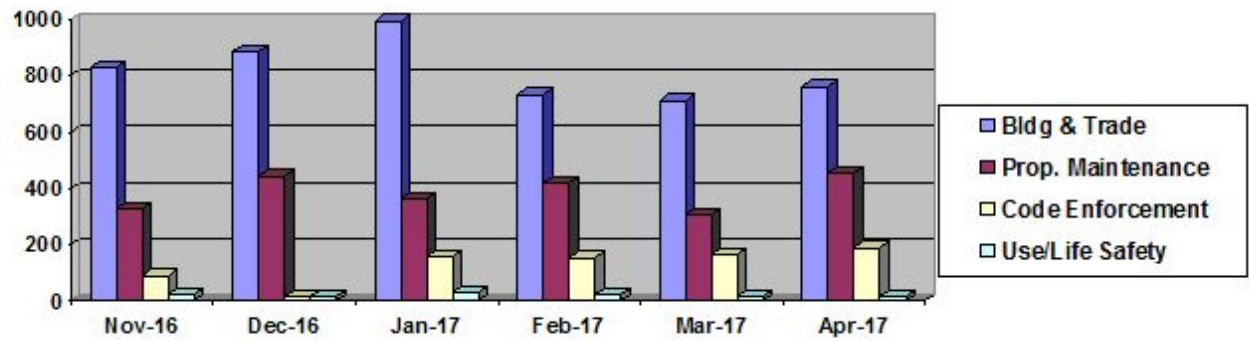


Value of Private Construction - \$11,952,814.41



Private Construction Inspection Performed

- 763 Building and Trade Inspections
- 190 Code Enforcement Inspections
- 13 Use/Life Safety Inspections
- 456 Property Maintenance (Also, 4/6/17 Re-inspection of the following apartment complexes: Admiral Oaks - 35 units; Obery Phase II - 15 units; Eastport Terrace - 37 units; Harbour House - 125 units; Westwinds I & II - 26 units; Juliana Circle - 17 units; Silopanna Apts -20 units. Annual inspections for the following apartment complexes - Obery Phase II- 64 units; Juliana Circle - Annual - 56 Units;)



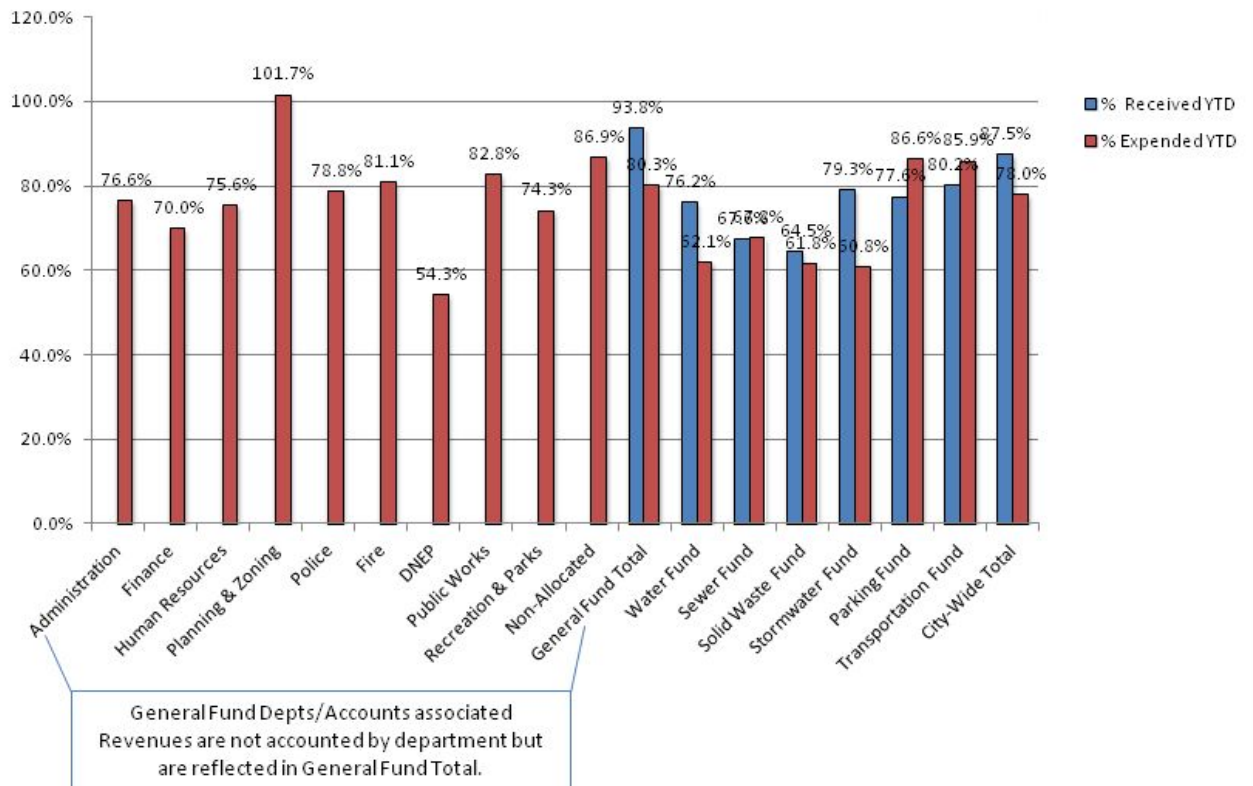
Budget Status

YTD Percentages: Revenue & Expenditures						
July 2016-April 2017: YTD 83%						
	Revenues	% Received YTD	Budget	Expenditures	% Expended YTD	Budget
Administration				999,129.77	76.6%	1,303,755.32
Finance				3,149,151.35	70.0%	4,498,874.36
Human Resources				562,092.00	75.6%	743,370.02
Planning & Zoning				1,877,721.36	101.7%	1,846,818.70
Police				14,314,230.93	78.8%	18,154,460.67
Fire				13,276,444.41	81.1%	16,370,432.27
DNEP				1,098,887.93	54.3%	2,024,699.34
Public Works				6,475,329.94	82.8%	7,821,889.35
Recreation & Parks				3,465,765.04	74.3%	4,663,279.35
Non-Allocated				11,892,396.54	86.9%	13,678,153.35
General Fund Total	65,797,415.81	93.8%	70,162,667.34	\$ 57,111,149.27	80.3%	\$ 71,105,732.73
Water Fund	5,935,181.26	76.2%	7,789,467.43	4,642,224.74	62.1%	7,475,176.00
Sewer Fund	5,876,143.17	67.6%	8,696,656.00	5,728,054.80	67.8%	8,447,286.09
Solid Waste Fund	1,801,557.84	64.5%	2,793,266.31	1,480,224.38	61.8%	2,396,863.39
Stormwater Fund	707,505.00	79.3%	892,500.00	484,654.78	60.8%	796,547.00
Parking Fund	6,100,242.85	77.6%	7,864,000.00	6,797,027.84	86.6%	7,847,239.00
Transportation Fund	3,027,449.00	80.2%	3,774,790.30	3,086,407.16	85.9%	3,591,219.00
City-Wide Total	\$ 89,245,494.93	87.5%	\$ 101,973,347.38	\$ 79,329,742.97	78.0%	\$ 101,660,063.21

YTD Percentages: Revenue & Expenditures

Target YTD % = 83%

Ten Months into FY 2017



Central Purchasing

Current Procurements

- **RFQ 17-07 – Design-Build-Operate-Maintain for Water Services for Water Quality Management Best Management Practices**
- 2 Firms short listed. Proposals due 6/1.
- **RFQ 17-16 – Design-Build Services – Water Main and Waste Water Projects**
- 7 SOQ's received. Review in progress.
- **IFB 17-17 – Bywater Park Improvements**
- Bids due 5/18. Pre-bid meeting conducted 4/26.
- **IFB 17-18 – Demolition Services – 195 Clay Street**
- Bid canceled. Property purchased by others via tax sale.
- **IFB 17-19 – Diving Services – Mooring Maintenance**

- 2 bids received. Review in progress.

Completed Procurements

- **RFP 14-14 DPW Maintenance Facilities – Design/Build Services**
 - Awarded to Gardiner & Gardiner. Design/pricing under review.
- **RFP 15-12 Annapolis Renewable Energy Park**
 - Awarded to BQ Energy. Project scheduled for Spring 2018 completion.
- **RFP 15-23 – Upper West Street Sector Study**
 - Awarded to AECOM. Study completed. Awaiting City Council presentation.
- **RFP 16-06 – Energy Performance Contracting**
 - Awarded to Honeywell International. Project scheduled for February 2018 completion.
- **RFP 16-09 – Transit Bus Electronic Fare Box Collection System**
 - Awarded to TripSpark. Project scheduled for May 2017 completion.
- **RFP 17-03 – Construction Services – Stanton Center Floor Replacement**
 - Awarded to L & R Floors. Project scheduled for May 2017 completion.
- **IFB 17-05 – Chesapeake Avenue Water Main Replacement**
 - Awarded to Schummer, Inc. Project scheduled for August 2017 completion.
- **RFP 17-10 – Mosaic Tile Art Mural**
 - Awarded to Anne-Marie Esson. Project scheduled for June 2017 completion.
- **RFP 17-12 – Forest Drive Sector Study**
 - Awarded to The Faux Group. Project scheduled for February 2018 completion.
- **RFP 17-14 Stormwater and Flood Mitigation Design**
 - Awarded to AECOM. Project scheduled for September 2017 completion.

Pending Procurements

- **IFB 17-08 – PMRC Ballfield Grading**
 - Draft in progress. Anticipated release in May/June.
- **RFP 17-13 – Actuarial Services – Pension and OPEB**
 - Draft in progress. Anticipated release TBD.
- **RFP 17-21 – Lease of the Market House**
 - Draft in progress. Anticipated release in May.

Capital Projects

Pump Station Replacement/Rehabilitation

Whitton Court PS Wetwell Rehab – Initiating review of options for project implementation.

Sewer Rehabilitation and Water Distribution

Sewer Cured-in-Place Pipe (CIPP) Rehabilitation (72006) – Contractor continues closed circuit televising (CCTV) and CIPP lining work in several locations throughout the City, including at the Naval Academy. Nearly 1,500 feet of sewer main was lined in April. Construction on the Shiley Street sewer main replacement project has begun. USNA Flowmeter (72006) – Consultant is designing a new flume for USNA sewage flow measurement. Communication with Navy public works staff continues on the schedule and details of the construction. Buried Asset Evaluation (72006 & 71003) – Review of the workflow plan drafted for transfer of data between GIS, iWorQ and water/sewer hydraulic models continues. GIS updates are nearly complete to allow completion of the comprehensive data update to iWorQ and Models. The final GHD Comprehensive Assessment Plan, 10-yr plan and as-built lookup will be due after the update is complete. The second draft software review report is under review. Water Meter Purchases (71003) – Comprehensive radio read meter purchases and installation continues. Review of large meter full or “guts” replacement is also ongoing. The meter guts for a retirement community were replaced and data collected that preliminarily appears to demonstrate improved meter efficiency. Additional large meter replacements are expected to continue. Chesapeake Avenue Water Main Replacement (71003) – Construction began in April. Activities completed to date include bypass main installation and several thrust collar and fitting/cap installations.

Water Tank Rehabilitation

The tank consultant has completed development of the Jefferson Tank rehabilitation specifications.

New Water Treatment Plant (WTP)

WTP Design/Build (D/B) – Demonstration of the operation of the main water production process of the new facility is ongoing. Additional construction work continues, including interior work for the Control/Administrative Building and site piping work at Well #2.

City Dock Bulkhead Replacement, Phase 2

Stormwater management (SWM) design and construction remains to be completed. Coordinating with proposed repairs to the Truxtun Park tennis courts adjacent to the proposed stormwater management (SWM) site. Coordinating with developers of 110 Compromise on relocation of electrical platform from Donner Lot into their building. They recently received BGE engineering drawings. Construction of electrical room is approximately 6 weeks out. Their lawyer is preparing a lease to govern use of the electrical room. Preparing

RFP for replacement of boardwalk timbers from Phase 1. Developing plans and specs from Phase 1 and 2. Coordinating with previous design engineer and contractor.

Landfill Gas Mitigation

DPW continues to negotiate with MDE on the Draft Agreement so that a clear course of action can be determined for site mitigation. Sampling work continues for semi-annual monitoring events.

Stormwater Management Retrofit

At the end of Prince George Street, a grinder pump was installed by DPW Utilities to replace the existing pump and trash rack. Accumulated trash in the rack was contributing to the flooding. No complaints have been received since the installation of the grinder pump. The invasive storm drain replacement project has been put on hold indefinitely.

Stormwater Management – City Dock Tidal Flood Mitigation

The FEMA grant application for funding of the flood mitigation construction project was completed and submitted in mid-March. Received comments which are being addressed. Resubmittal is due in early-May. Held first pre-application meeting with HPC to introduce the preferred concept, which was well-received. The concept for stormwater and flood mitigation includes removal of most outfall pipes and re-routing of existing stormwater system around City Dock to two pump stations. Remaining outfall pipes along with the new outfall pipes from the pump stations will have backflow preventers incorporated. The Concept Submittal and Cost Estimate including operation and maintenance life cycle costs are due on May 2. Community Outreach meetings with residents and business owners are being scheduled for May.

City Hall Projects - Heating, Ventilation and Air Conditioning (HVAC) Replacement and Generator Installation

The City Hall underground storage tank (UST) was formally closed on March 24. Waiting for closing documentation from MDE.

Maintenance Facilities

The Design/Build (D/B) team submitted applications for site design review, critical areas, and Special Exception in March. Critical Areas issued a Consistency Report. The City's Board of Appeals approved the Special Exception permit. The start of demolition of the existing facilities is scheduled in late July.

Road Resurfacing

Permanent long line striping related to Chinguapin Round Road was completed. Paving is scheduled to resume in May 2017 with work in Hunt Meadows.

Main Street Reconstruction

Preliminary design has been completed. The construction is being planned to start in January 2018 with the installation of sprinkler connections, and the road work beginning in April 2018, with completion at the end of the summer of 2018. An inventory of buildings with sprinkler system connections indicates that approximately 50 buildings do not have sprinkler connections. The estimated cost to install connections for these locations as part of the Main Street project is in excess of \$1,000,000.

Cornhill Street Sidewalks

HPC approved the application. Final construction drawing development and construction awaiting funding from sale of old Recreation Building. Work is expected to begin after the 4th of July.

Wayfinding Sign Program

The City started installation of signs, but found issues with the orientation of some signs and some incorrect messages. Merje (designer) and Gelberg (fabricator & installer) discussed solutions. New signs are being fabricated. Some of the new signs have been delivered for installation. (ongoing)

Truxtun Park Ballfield Grading

Final grading plans and permit received from AACO Soil Conservation District (SCD). Invitation for Bids (IFB) is being prepared for letting the project, with the goal to begin construction in early Fall 2017.

Personnel Update

New Hires

Recreation and Parks:

- Dock Assistants (5)
- Assistant Harbormaster (3)

Fire:

- Firefighter II (3)
- FF I/II EMT-P (2)
- Deputy Fire Chief

Police:

Police Officer (1)
Police Communications Operator I (1)

Promotions/Internal Vacancies Filled

Public Works:

Equipment Operator III

Fire:

FF III-EMT-P

Human Resources:

HR Manager

Police:

Police Communications Operator I

Law Office Report

Open Litigation

Case Name	Dept	Comments
McShane Glover – PJR A.A. Circuit Court Case No. C-2014-190935 AA (L72-14)	HPC	Circuit Court affirmed Board of Appeals decision. Glover appealed to Court of Special Appeals; Briefs filed; arguments May 5, 2017
Stansbury v. COA U.S. District Court of MD, Civil Action No. 1:15-CV-497-GLR (L53-15)	PW	Complaint and Answer filed; Amended Complaint filed; Answer filed; discovery completed; City filed Motion for Summary Judgment; decision pending
City v. Neal, et al. A.A. District Court Case No. CV-15-008769 (L78-15)	DNEP	Complaint filed; Answers filed; trial postponed; trial date 6/20/17
COA v. 94 East Street heirs A.A. District Court Case No. D-07-CV-15-005092 (L46-14)	DNEP	Complaint filed; 78 municipal citations total; trial date pending; City filed Petitions for Contempt; hearing pending

Annapolis Neck Peninsula Federation – PJR A.A. Circuit Court Case No. C-02-CV-15-001510 (L97-15)	P&Z	Petition for Judicial Review of a decision of the Building Board of Appeals affirming DNEP's approval of Forest Conservation Plan for Parkside Preserve; Motions hearing occurred 4/11/16; re-hearing on 8/9/16; Motion to Dismiss granted; City filed appeal to Court of Special Appeals challenging denial of right of citizens to seek judicial review; briefs submitted; City reached agreement; appeal withdrawn. CLOSED.
Hodges v. COA U.D. District Court of Maryland Case No. 1:15-CV-03537 (L14-16)	APD	Complaint and Answer filed; discovery completed; motions pending
Sparrow v. COA U.S. District Court Case No. 1:16-CV-01394-WMN (L29-16)	APD	Complaint and Answer filed; discovery completed; City filed Motion for Summary Judgment; hearing pending
Thomas – PJR A.A. Circuit Court Case No. C-02-CV-16-002097 (L32-16)	APD	Appeal of Police Safety Disability & Retirement Board decision affirming HR director's decision to deny disability retirement application; Court affirmed PSDR Board decision; appeal noted to Court of Special Appeals; briefs pending
Walters – PJR A.A. Circuit Court Case No. C-02-CV-16-002203 (L42-16)	R&P	Appeal of a Civil Service Board ruling affirming City's decision to terminate; Circuit Court affirmed CSB ruling; appeal noted to Court of Special Appeals.
CDM Smith/Haskell v. COA U.S. District Court of Maryland, Case No. 1:16-CV-02621 (L44-16)	PW	Breach of Contract lawsuit brought against City re: new Water Treatment Plant construction; Answer filed; discovery ongoing
COA v. JBK, LLC (51-53 West Street mural) A.A. District Court Case Nos. 3z36100900, 1z41100851 (L31-16)	HPC	City issued citations in regard to mural painted on building at 51-53 West Street; trial occurred April 21-22; decision pending
COA v. Paul & Julie Christian (4 Shipwright Street) A.A. District Court Case No. 4z39921956 (L13-16)	HPC	City issued citation in regard to poor chimney repair; trial postponed tentatively to 8/1/17
Hulbert/Firearms Policy Coalition v. COA, et al. U.S. District Court of Maryland Case No. 1-16-CV-4121 (L1-17)	APD	Complaint filed re: possession of tasers; answer filed; Parties filed Cross Motions for Summary Judgment; decision pending
Phaneuf v. COA A.A. Circuit Court Case No. C-02-CV-17-000411 (L4-17)	PW	Complaint re: slip/fall on ice; Answer filed; discovery ongoing

Rapolla v. Mandell A.A. District Court Case No. D-07-CV-16-012046 (L2-17)	OEM	Complaint re: vehicle accident; Answer filed; trial scheduled for 5/16/17
Thomas v. COA A.A. Circuit Court Case No. C-02-CV-16-002097 Court of Special Appeals Case No. 1855, September 2016	APD	Complaint re: termination alleging violation of LEOBR; Circuit Court affirmed termination; Plaintiff appealed to CSA; Briefs pending
Thomas v. COA, et al. U.S. District Court of Maryland, Case No. 1:16-CV-03823 (L68-16)	APD	Complaint filed alleging racial and disability discrimination; discovery ongoing
MCCR / EEOC Cases:		
Spearman v. COA	APD	Claim and Answer filed; fact-finding conference pending
Thomas v. COA	APD	Claim and Answer filed; fact-finding conference occurred 4/12/17; decision pending
Administrative Hearings:		
(none)	APD	
Workers' Compensation Appeals to Circuit Court:		
COA v. Thomas	APD	City appealed WCC finding of compensability; trial scheduled for May 4-5.
Martinez v. COA	APD	City appealed WCC finding of compensability. Trial date scheduled for 10/10/17; settlement discussions continuing
COA v. Cisneros	APD	City appealed WCC finding allowing continuation of temporary partial benefits; pretrial conference is scheduled for 10/4/17 with a trial date to be scheduled at that time
Union Grievances:		
(none)		

Adopted Legislation:

Legislation adopted on 4/3/17

R-6-17 Naming the Parking Lot at Newman and Compromise Streets - For the purpose of declaring that the City-owned Parking Lot at the intersection of Newman and Compromise Streets shall be named the "Basil Lot".

R-8-17 Filing of Grant Application with the Maryland Transit Administration - For the purpose of authorizing the filing of an application with the Maryland Transit Administration of the Maryland Department of Transportation for a Sections 5303, 5304, 5307, 5309, 5310, 5311, 5316, and/or 5317 grant(s) under the Federal Transit Act for a total amount of \$2,661,028 (\$1,870,162 for fixed route transit operations; \$247,776 for ADA complementary paratransit services; \$315,000 capital grant for transit vehicle maintenance; \$12,878 capital grant for maintenance equipment, and \$215,212 capital assistance for transit vehicle replacement).

Legislation adopted on 4/24/17

O-14-17 Lease of City Property to Chesapeake Marine Tours, Inc. - For the purpose of authorizing a lease of certain municipal property located in the City Dock in Annapolis, Maryland to Chesapeake Marine Tours, Inc. for certain periods of time from FY'2023 to 2027.

R-12-17 City Sponsored Special Events in Fiscal Year 2018 - For the purpose of identifying City Sponsored Special Events and waiving certain related City Fees during Fiscal Year 2018.

O-5-17 Equal Protection Of Law In Annapolis - For the purpose of amending the Code of the City of Annapolis to incorporate provisions applicable to City employees in the performance of their duties and to establish an additional mechanism for sanctioning employees failing to fulfill their duties in accordance with applicable City, State and Federal laws.

O-16-17 Market House Tenant Solicitation - For the purpose of establishing a public process for selecting a Market House tenant.

O-17-17 Collection Market House Amendments - For the purpose of amending the Market House policy to reflect a tenant and sub-tenant relationship, clarifying Market House product and service policies, and removing the requirement for an enterprise fund.

City Clerk

- 15 – Fully Executed Contracts/Agreements
- 10 - Special Event Application Reviewed
- 4- Draft City Council Meeting Minutes
- 1- Work Session Agenda
- 2 - Payroll Processed
- 13 – Citizen Requests – Election Related
- 6- Meeting Attendance

Board Of Supervisors Of Election:

ALL Board of Supervisors of Elections “BOSE” Agendas and Minutes can be found on the City’s website at

<http://www.annapolis.gov/650/Board-of-Supervisors-of-Elections>

THE NEXT MEETING OF THE BOARD OF SUPERVISORS OF ELECTION WILL BE HELD ON **THURSDAY, APRIL 20, 2017 @ 7:00 p.m.** in the Mayor John T. Chambers, Jr., City Council Chambers located at 160 Duke of Gloucester Street, 2nd Floor, Annapolis, Maryland 21401.

Election Deadline For April:

April 2017

Friday April 14, 2017

Election office Closed – Good Friday

Code sec. 1.12.010 - Designated.

The following holidays are observed as holidays of the City:

E. Good Friday, commemorating the crucifixion of Jesus Christ, the Friday immediately preceding Easter;

To view 2017 Municipal Election Information, please visit link below:

<http://www.annapolis.gov/420/Elections>

MEETING joint City - County

Annapolis Election Meeting - Election Preparation Meeting

When Tue Apr 4, 2017 1pm – 2pm Eastern
Time

April 5, 2017 - Comments to manila folder of documents provided at joint meeting returned to County.

Form Titles:

State Board of Elections, Municipal Election Information (February 2017 Version 3.0)

Annapolis City Forms and Envelopes

Election Judge Forms

Challengers and Watchers Certificate

Election Judge Code of Conduct / Rules of Security Behavior

Annapolis Polling Place Contracts

Information:

Referrals to Anne Arundel County Board of Elections

5- Political Affiliation by Ward List

1- Voter Outreach Program - Anne Arundel County Board of Elections has a one hour Voter Registration Volunteer (VRV) training class. You can have them contact me or I can train you so that you may provide training.

Referrals to State Board of Elections – Candidate Questions RE:

2- Maximum Allowable Contributions to City from State Campaigns

Campaign Fund Report Question with responses from the State Board

1- **Credit card donations.** Please confirm that these should be recorded on Schedule 1 as Code 0 with the last four digits of the credit card # in the second column from the right, opposite 'Check #'.

Answers FROM Jared DeMarinis Director - Division of Candidacy and Campaign Finance

1. **Just identify the method for a credit card transaction without any personal information, i.e. numbers. We are moving away from check number on the reports.**

2. **Processing fee.** Credit card (or PayPal) donations carry a fee of a few % charged by the processing company. Am I right to record the gross donation amount on Schedule 1 (with Code 0) and then record the fee charged as a disbursement on Schedule 3 (with Code OS)?

Answers from Jared DeMarinis Director - Division of Candidacy and Campaign Finance

2. **Yes, you would record the actual contribution amount made by the contributor and then list the service fee as expenditure.**

Election Related - Fyi”S

NEW State Reporting Requirements:

In accordance with the requirements of the Annotated Code of Maryland, candidates for elected office are required to submit filed campaign finance reports to the State Board of Elections within 10 days of the date the report is due to the City. The state law reads:

“If a municipality requires candidates in a municipal election to file campaign finance reports, within 10 days after the filing deadline, each candidate in the municipal election shall submit to the State Board of Elections a copy of the campaign finance report that was filed by the candidate.”

You **MUST** submit your report to the State Board of Elections here:

Jared Demarinis
Director of Candidacy and Campaign Finance
151 West Street, Suite 200
Annapolis, MD 21401
[410-269-2840](tel:410-269-2840) x 2853
Jared.demarinis@maryland.gov

MEMORANDUM

TO: Candidates & Political Committees

FROM: Regina Watkins Eldridge, City Clerk

RE: IRS Filing Requirements

Political parties; campaign committees for candidates for federal, state or local office; and political action committees are all political organizations subject to tax under IRC section 527.

Section 527 organizations are generally required to file one or more of the following:

Links to all the information and forms can be found at:

<https://www.irs.gov/charities-non-profits/political-organizations/filing-requirements-1>

An [initial notice](#)
[Periodic reports](#) on contributions and expenditures
[Annual income tax returns](#) and
[Annual information returns](#)

A political organization must have its own employer identification number (EIN), even if it does not have any employees. To get an EIN, an organization must file [Form SS-4](#), Application for Employer Identification Number. For more information about obtaining an EIN (including how to apply online), see [Employer ID Numbers \(EIN\)](#).

Additionally, many political organizations must electronically file their periodic reports. In order to electronically file these reports, an organization needs the username and password issued to it after filing its initial notice. If you have forgotten or misplaced this username and password, please contact [TE/GE Customer Account Services](#) to request a replacement.

Additional information:

[News Release 2002-123](#)
[Fact Sheet 2002-13](#)
[Revenue Ruling 2003-49](#)

Revenue Procedure 2007-27 (safe harbor allowing certain tax-exempt political organizations to establish that failure to file Form 8872 was due to reasonable cause and not willful neglect and, therefore, eligible for relief from penalties)

[State Filing Requirements](#)

Primary Election Candidate - Updates:

1. John Astle (D) Mayoral Candidate – Certified April 13, 2017
2. Marc Rodriguez (D) Aldermanic Candidate Ward 5 – Change of Address

Polling Places:

APRIL 20, 2017 Meeting Updated - Proposed List of Polling Precincts:

(Polling locations highlighted in “Purple” are Dual Locations)

Ward/Precinct	2017 Proposed Polling Location
01-001	Maryland Hall
	801 Chase St
	Annapolis, MD 21401
01-011	City Council Chambers
	160 Duke of Gloucester St
	Annapolis, MD 21401
02-002	Trinity United Methodist Church
	1300 West St
	Annapolis, MD 21401
02-012	Calvary United Methodist Church
	301 Rowe Blvd
	Annapolis, MD 21401
03-003	Mt Olive AME Church
&	2 Hicks Ave
03-013	Annapolis, MD 21401

03-013	Mt Olive AME Church
&	2 Hicks Ave
03-003	Annapolis, MD 21401
04-004	Heritage Baptist Church
	1740 Forest Dr
	Annapolis, MD 21401
04-014	American Legion Post #141
	1707 Forest Dr
	Annapolis, MD 21401
05-005	Roger "Pip" Moyer Recreation Center
&	273 Hilltop Ln
05-015	Annapolis, MD 21403
05-015	Roger "Pip" Moyer Recreation Center
&	273 Hilltop Ln
05-005	Annapolis, MD 21403
06-006	Mt Moriah AME Church
	2204 Bay Ridge Ave
	Annapolis, MD 21403
06-016	Eastport Community Center
	1014 President St
	Annapolis, MD 21403

07-007	Annapolis Neck Fire Co 8
	991 Bay Ridge Rd
	Annapolis, MD 21403
07-017	Eastport-Annapolis Library
	269 Hillsmere Dr
	Annapolis, MD 21403
08-008	Eastport Volunteer Fire Hall
	914 Bay Ridge Ave
	Annapolis, MD 21403
08-018	Annapolis Maritime Museum
	723 2nd St
	Annapolis, MD 21403

Election Judge Floater Staging Area

Floater	Roger "Pip" Moyer Recreation Center
Staging	273 Hilltop Ln
Area	Annapolis, MD 21403

Request To Change A Polling Location: 4/20/17

Alderwoman Pindell Charles was present at the April 20, 2017 Board of Supervisors of Elections Meeting and requested that the Board consider having Ward 03, Precinct 003, be Mount Olive Community Life Center, 2 Hicks Avenue, #400, and that Ward 03, Precinct 013 be The Bridge Church, 207 Chinquapin Round Road.

The Board of Supervisors of Election will vote on the Fy2017 City of Annapolis Municipal Polling Locations at the Board's next meeting scheduled for Thursday, May 18, 2017.

Tuesday, June 20th, 2017

Deadline for changing Polling Places. Pursuant to City Code Sec. 4.08.110 - New polling places—changed polling places.

Alcoholic Beverage Control Board:

THE NEXT MEETING OF THE **ALCOHOLIC BEVERAGE CONTROL BOARD** WILL BE HELD ON **Wednesday, APRIL 5, 2017 @ 7:00 p.m.** in the Mayor John T. Chambers, Jr., City Council Chambers located at 160 Duke of Gloucester Street, 2nd Floor, Annapolis, Maryland 21401

2017 Applications Processed:

24 One Day Licenses

1 Consumption on City Property Applications – Location Stanton Center

2 Annual Renewal Liquor License Applications received and processed

29 Sidewalk Café' Licenses Applications w/ Liquor received and processed

7 Sidewalk Café' Licenses Applications without Liquor received and processed

Agenda - ALCOHOLIC BEVERAGE CONTROL BOARD, APRIL 5, 2017 Minutes

Disciplinary Hearings

- **Peerless Rens Club**

Infraction Citation No. 1940, Noise off Premises

D/Cpl Ricky Truitt spoke on behalf of the Police Department. **D/Cpl Truitt requested that the infraction be dismissed.** D/Cpl Truitt stated that the Police department has been involved in mediation between the licensees and the neighbors and they feel that the mediation is proceeding well and they are pleased with the process.

Discussion and vote on sanctions for the disciplinary hearings

The Board took no action on Infraction Citation No. 1940, Noise off Premises.

City Council:

Job opening in Office of the City Clerk: Notification posted 4/3/17:

There is an announcement open to internal applicants for the following:

Position Deputy City Clerk (1015) Opening date April 3, 2017 Department Law **Closing date April 17, 2017**
Salary range \$52,518 \$84,030 (A10) GENERAL STATEMENT OF DUTIES: Assists in the operation of the

City Clerk's function; fills in for the City Clerk during his/her absence; acts as administrator to the Liquor Board; acts as administrator to the Supervisors of the Board of Elections; directs calls from the public to their various agencies, departments, etc. Administers various licenses within the city; does related work as required.

POSITION FILLED:

Pursuant to 3.16.020 - Vacancies.

Vacancies in civil service positions shall be filled by promotion or transfer by the appointing authority if the authority finds a qualified and interested permanent status employee within the civil service system. Whenever an existing contractual position is classified into the civil service, any qualified and interested incumbent contractual employee occupying that position for at least twelve consecutive months immediately preceding the date of classification shall be entitled, in the process of filling the newly classified position, to the same preference given permanent status civil service employees. Promotions and transfers shall be on a competitive basis upon consideration of applicants' qualifications, competitive examination scores (if one is given), records of performance, and seniority.

Cynthia Gaines was transferred, and is now the New Deputy City Clerk as of Friday, May 5, 2017

Job opening in Office of the City Clerk: Notification posted 5/5/17:

There is an announcement open to internal applicants for the following:

Position City Council Associate (1521) Opening date May 5, 2017 Department Office of Law **Closing date May 19, 2017** Salary range \$45,446.73 \$72,714.38 (A10) General statement of duties Performs a wide variety of administrative functions in the City Clerk's Office providing logistical and administrative assistance to the City Council. Distinguishing features of the class this is a responsible administrative position in the Office of the City Clerk which involves detailed administrative functions related to implementation of specific activities and responsibilities. Considerable judgment is required in establishing or adapting work procedures to new situations and in performing varied administrative services. Attendance at City Council and Council committee meetings is required. Supervision and direction is received from Members of the City Council and the City Manager.

Miscellaneous:

Deputy City Clerk Hilary R. Raftovich resigned as of Friday, May 5, 2017.
Training for New Deputy City Clerk – underway

Office Of Law Requests:

Assist with – Accident Policy Liability Insurance - premium and coverage for FY2017 Municipal Election Workers.

Assist with – election Judge Temporary Employment Contracts.

Set up – USPS Business Customer Gateway – Postage Paid Account for P.O. Box 788 – Absentee Ballots

Forwarded to City Manager and Public Information Officer for PUBLISHING:

To adequately inform the public and provide timely information on regularly scheduled public hearings on legislation and other matters before the City Council, and Council Meeting Agendas. To be sent the Wednesday after the last City Council Meeting.

NOTICE OF ANNAPOLIS CITY COUNCIL PUBLIC HEARINGS

Notice is hereby given that the Annapolis City Council will hold a public hearing on **Monday, April 3, 2017 at 7.00 p.m.**, in the Mayor John T. Chambers, Jr., City Council Chambers, 160 Duke of Gloucester Street, Annapolis, MD 21401 on the following items:

Public Hearings:

O-19-17 Removing Dock and Market House Enterprise Funds - For the purpose of removing the requirement that the annual budget shall contain separate Dock and Market House enterprise fund groups.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2986211&GUID=93A66E9C-DF02-49CE-8D22-1D60E8980814&Options=ID|Text|&Search=O-19-17>

2nd Notice for April

NOTICE OF ANNAPOLIS CITY COUNCIL PUBLIC HEARINGS

Notice is hereby given that the Annapolis City Council will hold a public hearing on **Monday, April 24, 2017 at 7.00 p.m.**, in the Mayor John T. Chambers, Jr., City Council Chambers, 160 Duke of Gloucester Street, Annapolis, MD 21401 on the following items:

Public Hearings:

O-20-17 Transportation Network Service Companies - For the purpose of removing from Section 7.48.610 of the Code of the City of Annapolis the expiration date for imposing an assessment on Transportation Network Service Companies for trips that originate in the City of Annapolis; relocating reference to the fee associated with such trips from Section 7.48.610 to the Fees Schedule; and matters generally relating to imposing said assessment.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2989471&GUID=730D0FCB-580F-4A98-A7D6-F6BD8EA3150A&Options=ID|Text|&Search=O-20-17>

O-21-17 Annual Operating Budget: Fiscal Year 2018 - For the purposes of adopting an operating budget for the City of Annapolis for Fiscal Year 2018; appropriating funds for expenditures for Fiscal Year 2018; defraying all expenses and liabilities of the City of Annapolis and levying same for the purposes specified; specifying certain duties of the Director of Finance; and specifying a rate of interest to be charged upon overdue property taxes.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3007202&GUID=13579D64-E208-4D45-9D51-787D0EBBC9E0&Options=ID|Text|&Search=O-21-17>

R-15-17 Position Classifications and Pay Plan - For the purpose of approving the FY 2018 position classification and pay plan effective July 1, 2017.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2989732&GUID=16AC260F-C166-4304-B23D-52606ED10AF3&Options=ID|Text|&Search=R-15-17>

R-17-17 FY 2018 Fees Schedule Effective July 1, 2017 - For the purpose of specifying fees that will be charged for the use of City services for FY 2018.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3006891&GUID=821C83A7-40EE-445C-AEC3-681B705EFBDE&Options=ID|Text|&Search=R-17-17>

R-18-17 FY 2018 Fines Schedule Effective July 1, 2017 - For the purpose of specifying fines that will be charged for FY 2018.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=3006930&GUID=F143D469-7EEE-436D-99B5-038BFC75FA75&Options=ID|Text|&Search=R-18-17>

O-6-17 Food Stores in C2A Districts - For the purpose of introducing Food Stores as a permitted use in C2A zoning districts; and removing the erroneous reference to a standard for Food Stores in the PM2 zoning district.

To view legislation, please select link below:

<https://annapolismd.legistar.com/LegislationDetail.aspx?ID=2980766&GUID=FFFA7D97-91E4-44E5-8BEC-EEB0B73EEA82&Options=ID|Text|&Search=O-16-17>

City Council Associate:

13- Minutes Drafted

13- Agenda Created

Standing Committee Meeting Dates/ Attendance:

Finance Committee

April 4th, 6th, 12th, 13th, 17th, 24th & 27th at 2:00 p.m. & April 20th at 10:00 a.m.

Public Safety Committee

April 10, 2017 at 5:00 p.m.

Economic Matters Committee

April 10, 2017 at 6:30 p.m.

Rules and City Government

April 11, 2017 at 4:00 p.m.

Transportation Committee

April 18, 2017 at 6:30 p.m.

Housing & Welfare Committee

April 18, 2017 at 7:30 p.m.

Environmental Matters

April 20, 2017 at 1:30 p.m.

Public Safety Update

Fire Department

Monthly News/New Projects

The Department responded to 973 calls for service this month and a total of 3784 calls for 2017 with the following breakdown:

- EMS - 747 or 75%
- Fire – 135 or 17%
- Service – 66 or 6%
- Rescue – 19 or 1%
- Hazmat – 6 or 1%

Notable Incidents – Highlights

4/1/17 - Water Rescue – Fireboat assisted USCG in Severn River
4/1/17 – Explosive Sweeps Bishop Field USNA – Washington Nationals Game
4/2/17 – Working Building Fire – Melvin Avenue
4/3/17 – Water Rescue – South River
4/10/17 – Vehicle into a Structure – Chesapeake Harbour
4/12/17 – Water Rescue – Weems Creek
4/13/17 – HazMat Freon Leak – Little Harbor Way
4/16/17 – Water Rescue – Weems Creek

- Cardiac Arrest Survival Rate: 3 Cardiac Arrests with 1 patient with ROSC prior to arrival at ER
- Monthly Heroin/Overdose – 11 OD's, 1 known deaths
- EMS Fees Collected YTD – Fiscal YTD \$1,292,770
- EMS Transports: 494
- Tactical Medic Units Activations – 2

EMS Notable Incidents – Monthly Highlights – Accomplishments

- Safe Station Project
- Attended Annapolis Substance Abuse Coalition meeting
- Attended Opioid Intervention Task Force meeting
- Bike Medics provided EMS coverage for Wounded Warriors Bike Ride
- Provided medical support to St. Johns College/USNA for annual Croquet match
- Lt. Pitner sang the National Anthem for Wounded Warriors Bike Ride and 100 Club Awards Dinner

Fire and Explosives Services Unit – Monthly Highlights – Accomplishments

- K-9 Responses - 5
- Investigations – 4
- Suspicious Package Responses – 12
- EOD Standby - 3
- Assist Police Incidents – 4
- Bomb Threats – 0
- Internal Investigations – 0
- Fire Safety Inspections – 0
- Code Enforcement Complaints – 0
- Background Investigations - 6
- Investigator Williams continues with the Anne Arundel County Police Academy- scheduled to graduate on May 18, 2017.
- Assisted USNA with Explosive Sweeps of Bishop Field for the Washington Nationals Game

Monthly Operational Statistics

Other Events/Activities

- The EMS Division conducted 0 citizen CPR courses and trained about 100 City non-public safety employees to date in CPR.
- Completed 56 new fire safety building inspections and 55 re-inspections (includes inspections conducted by station personnel).
- Our personnel installed 1 smoke detector(s) and 0 CO alarm(s) and conducted 24 public education events.
- The Fire Marshal's Staff conducted 10 Fire Permit/Plan Reviews and 9 Building Permit Reviews.
- Training hours completed – 2250
- ISO rating – Class 2
- The Department started assisting the Department of Public Works with fire hydrant inspections.
- Chief Stokes served as Acting City Manager from 4/9-4/18.
- This month's Fire Prevention Message – "Sail Safe, Wear Your Life Jacket".
- Department worked in partnership with the County Fire Department on the SAFE Station Program.
- Provided EMS support for St. John's College/USNA Croquet Match.
- Staff attended a briefing at EOC on Governor's Opioid Epidemic program.
- Chief Stokes and D/C Simmons attended the Greater Parole Community Association Meeting.
- Fire department Facebook Page (**1,144** city residents are followers and **9,512** people visited the page. It is proving to be a good outreach tool for the community.) Twitter Followers (**2,563**).
- Smoke Alarm Outreach conducted in - 38 (McDonough Rd), 36 (Chester Ave), 35 (Domino Rd)
- Stakeholders meeting held for 2017 Spring Boat Show.
- Assisted City Police with Character Counts Program.
- Assisted Annapolis Police with a spring pop-up camp in Woodside Gardens/ Newtown 20 Community.
- Meeting with business at 36 Market Space about fire alarm installation options and repair of current system joined with other businesses.
- Prepared materials for Annapolis Police Public Safety Expo (cancelled due to rain).

- Assisted Baltimore City Fire Department with Fire Investigator promotional process.
- Planning meeting for 2017 Drive thru flu clinic with Anne Arundel County Health Dept. and Annapolis City agencies.
- Conducted one Youth Firesetter Intervention Program. Follow up scheduled for future date.
- Chief Stokes & Deputy Chief Simmons attended meeting at County OEM on City/County Opioid Intervention Team as part of the Governor's goal to mobilize EOC across the State to combat the Opioid Epidemic. Included were many City/County and State Agencies.
- Still working with Volunteer Firefighters to create Length of Service Awards Program (LOSAP).
- The Department participated with the American Foundation for Suicide Prevention to film a public safety video that will be aired on Washington News Channel 4.
- Chief Stokes attended the County Executive's Public Safety Core Group Team.
- Submitted documents for the STAR Program to Mayor's Office.
- The Department in partnership with Risk Management conducted a "Bed Bug" identification and prevention training program. Included were procedures to mitigate a bed bug infestation. We have not had an issue with bed bugs in City fire stations, but the County has had several infestations in fire stations. This is a pro-active approach to hopefully prevent a problem.
- Chief Stokes & Deputy Chief Simmons attended the Historic District Sprinkler Committee meeting.
- Chief Remaley was re-appointed to the Deputy Chief of Operations position.

Financial Activity Report

- OVERTIME COSTS: (Note: Budgeted monthly average \$35,833.00).
- For the month of April the Department used 573.50 hours of overtime at a cost of \$30,140.85 this represents a usage of 7.01% of our total annual budget available for overtime. Our YTD overtime expenditures are \$423,113.61 or 98.49% of our annual OT budget.
- We currently have two (2) employees on extended disability leave, one (1) on modified duty and a total of three (3) Firefighters vacancies and one (1) Battalion Chief Vacancy.
- Submitted for Federal 10% matching Grant to purchase two new fire engines (\$950K) - Awards will begin in April 2017.

Major Planned Actions

- Continue with Smoke Detector outreach program.
- Provide EMS support for Wounded Warrior Bike Ride.
- Child Abuse awareness training.
- 2017 Drive thru flu shots w/AA County Health Department.
- AFD/APD Active Shooter Training – Rescue Team Concept.

Emergency Management

Incidents and Events

- April 3rd – Coastal Flooding
- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding forecast around City Dock and Compromise St.
- April 4th – Coastal Flood Advisory

- OEM sent one Emergency Management Alerts to inform key officials, employees, and surrounding partners about a Coastal Flood Advisory put in effect by the National Weather Service. Flooding occurred around City Dock and Compromise St during this event.
- April 6th – Coastal Flood Advisory and Severe Thunderstorms
- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about a Coastal Flood Advisory put in effect by the National Weather Service. Flooding occurred around City Dock and Compromise St during this event.
- In addition, the City of Annapolis was forecast to be at risk of thunderstorms during the afternoon. The primary threat in this instance was damaging winds.
- April 19th – Coastal Flood Advisory
- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about a Coastal Flood Advisory put in effect by the National Weather Service. Flooding occurred around City Dock and Compromise St during this event.
- April 24th – Coastal Flooding
- OEM sent one Emergency Management Alert to inform key officials, employees, and surrounding partners about minor coastal flooding that was forecast over the span of a couple days, which was anticipated to have varying impacts to City Dock and Compromise St.
- April 27th – 28th – Special Event Planning
 - OEM joined with the Police Department, Public Works and the Mayor's Office to plan for the logistical management of the Spring Boat Show and Larry Hogan Sr's funeral scheduled for Saturday April 29th.

Planning

- OEM continues to compile more information for the Hazard Mitigation Grant Program, including a formal application and a benefit cost analysis. The final submission will be provided to the Maryland Emergency Management Agency in the next few weeks.
- On April 3rd, 6th, and 17th, OEM staff conducted interviews with Exercise, Training, and Outreach candidates.
- On April 6th, OEM Staff attended the 2017 Spring Boat Show preparation meeting.
- On April 7th, OEM organized and hosted the City's Heroin & Opioid Reduction Strategies Briefing in the Emergency Operations Center.
- On April 11th, OEM hosted the quarterly Coastal Flood Users' Group Meeting in the Emergency Operations Center.
- On April 10th, OEM staff participated in the Public Safety Committee meeting of the City Council, presenting on total Stanton Center referrals this past winter season.
- On April 12th, OEM staff took part in a conference call regarding the Calvert Cliffs Nuclear Power Plant Ingestion Pathway Exercise.
- On April 13th, OEM staff attended a Weather It Together meeting with the National Institute of Standards and Technology.
- On April 20th, OEM Staff participated in the Weather It Together Core Team Meeting. The meeting had representatives from Howard County discuss the Ellicott City flood response and recovery process.
- On April 20th, OEM participated in the first meeting of the Anne Arundel County and Annapolis Opioid Intervention Team. The City and County are working together in conjunction with the Governor's Opioid Operational Command Center to address the opioid crisis.
- On April 21st, OEM staff participated in a planning meeting and site visit for the 2017 Drive Through Flu Clinic.
- On April 25th, OEM staff hosted the Baltimore UASI Recovery Meeting in Annapolis.

- On April 25th, OEM staff took part in the Baltimore UASI Executive conference call.
- On April 26th, OEM staff attended the Baltimore UASI Recovery Committee meeting held in Baltimore.
- On April 26th, OEM staff met with the Harbormaster's Office to create a plan for the City Dock area during flooding events.
- OEM continued to conduct Recovery Support Function "Interviews." These sit downs with City personnel and external partners are crucial to the development of Recovery Support Function Annexes for the Annapolis Disaster Recovery Plan.
- OEM Staff continues the final review of EOP Annexes.
- OEM Staff participated in a meeting with Annapolis Police Department and other outreach entities to discuss homelessness in the Annapolis area.

Training/Exercise

- OEM hosted a FEMA class for Safety Officer's from April 3-6th.
- OEM staff attended the National Hurricane Conference in New Orleans from April 16 - April 21st. The conference covered all major aspects of hurricane preparedness, response, and recovery.

Outreach

- OEM hosted a session of Facebook Live on April 17, presented by the Maryland Emergency Management Agency, in which OEM showed viewers the Emergency Operations Center, Annapolis Call Center, and explained how the City responds to flooding and other developing situations.
- OEM has increased its Twitter followers to 1,301.
- In the past 28 days, the OEM Facebook page has gained 62 "likes", increasing its total "likes" to 1,904.

Grants Management

- Emergency Management encumbered funds in April for Urban Area Security Initiative (UASI), grant purchases on behalf of the Annapolis Police Department.
- OEM assisted the Finance Department with supporting grant information for a routine audit.
- OEM submitted quarterly progress reports on April 14th to MEMA for the Pre-Disaster Mitigation Grant and the Hazardous Materials Emergency Preparedness Grant.

April 2017	
UASI FY 2016 LETPA	\$2,865.00
EMPG FY 2016 (salary reimbursements)	\$23,793.61

Police Department

The following meetings were attended in April:

- CSAFE/ HEAT Team meeting (2)
- City Council Meeting (3)
- Comstat Meeting (1)
- Youth Mentorship Meeting (3)
- Safe Streets Coalition Meeting
- City Council Security Meeting
- Annapolis Substance Abuse Prevention Coalition Meeting
- UASI PIO Meeting
- Latino Moms Meeting (2)
- Latino Community Meeting
- Hispanic Parents group meeting (5)
- Neighborhood Safety Meeting
- Harbour House/EPT Resident Council Meeting
- Annapolis Homeless Meeting
- Public Meeting School re-district Latino Concerns
- Annapolis Education Commission
- Meeting with Karen Kline, Executive Director, Centro de Ayuda
- Anne Arundel County Health Department Fatal Overdose Review Team
- Mayor's Office and HACA Meeting
- Meet with What's Up? Magazine
- Meet with Lisa Jones new Operations Director Lighthouse Shelter
- Meeting with Dona Sturn- Anne Arundel Leadership.
- Greater Parole Community Association

Community Service Section participated in the following events/ activities:

- Character Counts! Program. (9)
- Homework Clubs (22)
- Security Survey- (4)
- Annapolis Kids Club – Took group of 24 kids to Ft Meade for bowling and pizza.
- Pop-up Camp – Participated in pop-up camp in Newtowne 20. Approx. 45 kids
- Pop-up Camp- Robinwood. Approx. 55 kids
- Destination Day -Gave presentation to the three grades at Annapolis Elementary School
- HH / EPT – Meet, Eat and Greet – Participated in community festivities
- Coffee with a Cop – Annapolis Neck Library
- Coffee and refreshments at Asbury United Methodist Church after Sunday service
- Men of Courage
- Joven Noble Kids to DC United Game
- W Washington St Block Party
- Obery/ College Creek Easter Egg Hunt
- Take Your Kid to Work Day
- Meet and Eat at Harbour House Community.

Community Service Section participated in the following training: (20)

Explorers Meeting/ Training (2)

Every Tuesday	Joven Noble	Annapolis Middle
Every Wednesday	Joven Noble	Maryland Hall
Every Thursday	Joven Noble	Bates Middle

Residential and Commercial Crime Prevention – 4/3-4/6
Elem. JN Gang Curriculum W/Dr. Kubic
Joven Noble Teachers 1st Session Recap
AACPS Community Partnerships
SAO Carol Pareco Outreach
Ft Meade Community Policing Symposium

Press Releases about Community services:

APD scholarship and the Promo Code with Papa John's
Public Safety Expo
Both events were in the Capital newspaper in April.

JOINS:

Officers reviewed (16) reports for the (16) juveniles arrested during this period. Of these cases, (4) met the JOINS Criteria and will be entered into Teen Court. There are currently (0) youth in the program. (0) juveniles are on 3 month Supervised Probation. (0) juveniles are on unsupervised probation. (0) juveniles completed the JOINS program in (0). A total of (0) home visits were made and (0) school visits.

Juveniles that qualify will start entering into Teen Court in May. Teen Court is a program designed by AA County Police and conducted at the District Court House in Annapolis.

Hispanic Liaison:

Mr. Hudson has been working on putting a male Joven Noble class and a female Joven Noble class together for summer camp. He has also organized a Hispanic Moms group and a Hispanic Dads group that meet weekly.

ALERT Grant: All April cases have been reviewed. Letters have been sent to each victim.

Vehicle Theft Prevention Numbers

- 2 auto thefts reported
- 3 bicycle thefts reported
- 8 burglaries reported
- 14 thefts from vehicles reported

Annapolis Police Auxiliary Unit Monthly Report

Total number of clients fingerprinted: 38
Meetings: 0
Total Hours: 38 hours

Staffing:

	B/M	B/F	W/F	W/M	H/M	H/F	AI/M *	Asian/M	Total
Sworn Personnel	28	2	9	66	4	2	1	2	114
	24.56%	1.75%	7.89%	57.89%	3.51%	1.75%	0.88%	1.75%	100.00
Part-Time Personnel	7	4	2	3	0	0	0	0	16
	43.75%	25.00%	12.50%	18.75%	0.00%	0.00%	0.00%	0.00%	100.00
Full-Time Personnel	1	8	13	9	1	1	0	0	33
	3.03%	24.24%	39.39%	27.27%	3.03%	3.03%	0.00%	0.00%	100.00
									163

	Monthly	YTD		Monthly	YTD		Monthly	YTD
Juvenile- Arrest	15	73	Reports Recvd	409	1619	Civil Citations	0	8
Adult- Arrest	168	705	Traffic Citations	468	1363	Expungements	24	123
Total	183	778	ERO's	61	252	Summons- Recvd	23	60
1st Time Offenders (INCL)	79	361	Warnings	321	860	Summons- Served	15	46
Warrants Served- (INCL)	87	380	FIR's	31	120	Summons Active	13	34
Total Active Warrants	43	163	Reports to SAO	5	19	Accidents	42	163
Warrants Received	63	249						

Building Activity

- **Allen Apartment Stream Restoration Project (2019 Forest Drive – #GRD16-0022)** Permit issued 3/21/17.
- **Annapolis Shakespeare Theater (1804 West Street – BLD17-0085)** Permit issued for tenant fit-out on 3/15/17. Progress inspection 3/29/17. Electrical inspection pending.

- **Annapolis Harbormaster's Bldg (1 Dock St - #BLD16-0081)** Permit issued 3/18/16 to replace roof. Final inspection complete 4/13/17.
- **Annapolis Police Department (199 Taylor Avenue – #BLD16-0353)** Permit issued 9/1/16 for changes to indoor firing range. No inspections to date.
- **Annapolis Townes at Neal Farm (Dorsey Drive—#GRD16-0001)** Permit issued for grading for new subdivision. Progress inspection performed 3/31/17.
- **Annapolis Transportation Department (308 Chinquapin Round Rd #BLD15-0406)** Permit issued 7/31/2015 for alterations and repairs. Progress inspection of 11/4/16 passed. Still waiting on U.L. certification of equipment.
- **Annapolis Yacht Club (2 Compromise St #BLD15-0840)** Permit issued 1/8/16 to stabilize building due to fire damage. Work complete, holding permit until new permit is issued.
- **Annapolis Yacht Club (2 Compromise Street-DEM16-0032)** Permit issued 7/12/16 for interior demolition. Contractors met on site and are preparing to remove the remaining interior finishes and mechanical equipment inspections since pre-construction meeting of 8/30/16.
- **Annapolis Yacht Club (2 Compromise Street – #BLD17-0127)** Permit issued 3/20/17 for concrete repairs to building.
- **Anne Arundel County Force Main Project (Bay Ridge Road – #GRD15-0027)** Permit issued 10/14/2016. Project not started as of 12/2/16.
- **Anne Arundel County Force Main Project (Edgewood Road - #GRD15-0002)** Permit issued 10/13/2016. Progress inspection 12/21/16.
- **Autobell Car Wash (1918 West Street - #BLD16-0670)** Permit issued 12/21/16 for alterations. Use and Occupancy issued 4/11/17.
- **Bert Jabin's Yacht Yard (7310 Edgewood Road-#BLD16-0780)** Permit issued 4/13/17 to construct new warehouse building.
- **Bywater Park (800 Bywater Road – #GRD15-0053)** Permit issued 8/18/16 for Stream Restoration project. Progress inspection 12/22/16.
- **Chart House Restaurant (300 Second Street #BLD14-0311)** Permit issued 9/5/14 for Phase I work to include enclosing existing exit stair, new appetizer prep area in kitchen; new entry, bar, dining room, restrooms & private dining room. All work complete except for striping ADA parking spaces.
- **Chart House Restaurant (300 Second Street #BLD14-0312)** Phase II alterations. All work complete except for striping the ADA parking spaces.
- **Chesapeake Auto Body (1799 Margaret Avenue—#BLD16-0502)** Permit issued 11/14/16 for new body shop. Footer inspection passed 11/28/16. Partial slab inspection 3/31/17.

- **Chesapeake Properties (48 Randall Street - #BLD16-0755)** Permit issued for tenant fit-out 2/6/2017. Insulation inspection passed 4/20/17.
- **Chinquapin Round Road Self Storage (1833 George Avenue—#GRD16-0013)** Permit issued 11/1/16 for grading for new commercial building.
- **Chinquapin Round Road Self Storage (1833 George Avenue—#BLD16-0284)** Permit issued 11/1/16 for new commercial building. Concrete slab inspection passed 12/22/16. Partial waterproofing passed 2/2/17. Slab inspections passed 3/17/17.
- **Chipotle – (36 Market Space—#BLD15-0515)** Permit issued 7/11/16 for new restaurant. Use and Occupancy inspection passed 5/3/17.
- **City Hall (160 Duke of Gloucester Street – BLD13-0621)** Permit issued 5/24/16 to add concrete pad & generator. Inspections are progressing. Slab inspection 6/7/16. Contractor needs to call in a final inspection.
- **City Hall (160 Duke of Gloucester Street – BLD16-0188)** Permit issued 5/24/16 to replace HVAC and ductwork. Progress inspection 5/26/16. Electrical inspection failed 11/3/16.
- **Corner Bakery Café (2140 Forest Dr #BLD15-0772)** Permit issued 3/23/16 for tenant fit-out. Failed framing inspection 5/2/16. Ceiling close in passed 1/24/17. Mechanical final failed on 3/21/17. Plumbing final failed 4/17/17.
- **Enclave Development (1 – 11 Enclave Ct- Permits #BLD16-0517-BLD16-0522)** Permits issued 3/1/17 for new six townhouses. Slab inspections passed 3/31/17.
- **Enclave Development (25–33 Enclave Ct- Permits #BLD16-0736-BLD16-022)** Permits issued 3/31/17 for new five townhouses.
- **Harbormaster’s Building (City of Annapolis -1 Dock Street - #BLD17-0190)** Permit issued 4/10/17 to repair public restrooms.
- **Kenwood Kitchens (1415 Forest Drive - #BLD16-0772 & GRD16-0026)** Grading & Addition to existing building permits issued 3/31/2017. Construction started with footer inspection 4/5/17
- **Lupita’s Restaurant (1313 Forest Drive – #BLD15-0768)** Permit issued 6/13/2016 to expand restaurant. Progress inspections on walls only passed 11/30/16.
- **Mary E. Moss Academy (245 Clay Street – #BLD16-0381)** Permit issued 8/31/2016 for minor renovations. Slab inspection 10/12/16.
- **Maryland Hall for the Creative Arts (801 Chase Street - #GRD15-0058)** Grading for new addition – Permit issued 2/8/17.
- **Miracle Ear (509 S. Cherry Grove Avenue, Suite A –#BLD17-0017)** Permit issued 3/27/17 for tenant fit-out. U&O inspection passed 5/4/17.

- **The Monarch School (2000 Capital Drive –#BLD15-0846)** Permit issued 11/29/16 for tenant fit-out for new school. Progress inspection passed 1/7/17. Insulation inspection passed 2/6/17. Ceiling close in passed 5/3/17.
- **Port Annapolis Associates (7074 Bembe Beach Road - #BLD16-0383)** Permit issued to construct new building for boat maintenance.
- **Primrose Hill Development (1 & 3 Milkshake Lane – #GRD15-0060)** Permit issued 10/27/16 for new Primrose Hill Development. Progress inspection 11/22/16.
- **Rocky Gorge (Aris T. Allen Blvd #GRD14-0006)** Grading permit issued for new development. Progress inspection 12/1/16.
- **Rocky Gorge (Aris T. Allen Blvd #BLD14-0252)** Permit issued 6/25/14 for 1st single family dwelling in Rocky Gorge development. No inspections to date.
- **Scott Brothers Liquor Store (936 Bay Ridge Road – #BLD16-0078)** Expand into neighboring unit. U&O inspection completed 5/4/17.
- **Stanton Center (92 W. Washington Street – #BLD15-0527)** Permit issued 8/31/2016 for minor interior work. No inspections to date.
- **Third Eye Comic (209 Chinquapin Round Road, Suites 200 & 400 - #BLD17-0090)** Permit issued 3/10/17 for tenant fit-out. Framing and slab inspection 4/3/17.
- **Timothy House & Gardens** – Permits issued 2/14/2017 for grading & renovations to units.
- **Village Greens (S. Cherry Grove Avenue, starting with #BLD11-0026 et al)** Job progressing. All permits have received their final inspections.
- **Flamant (17 Annapolis Street – #BLD16-0243)** Permit issued for tenant fit-out for new restaurant 9/26/2016. Framing inspection passed 11/4/16. Trade inspections progressing. Ceiling close in passed 1/13/17.
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- **400 & 406 Chesapeake Ave (#GRD15-0042)** Permit issued 3/18/16 for grading for new mixed residential and commercial building. Progress inspection done 11/30/16.
- **400 & 406 Chesapeake Ave (#BLD15-0557)** Permit issued 3/18/16 for new building. Footing inspection 11/14/16. Progress inspections on garage framing passed 2/24/17. Garage ceiling close in passed 5/3/17
- **110 Compromise Street (Formerly Fawcett's - #BLD16-0289)** Permit issued 8/30/16 for renovation and addition. Footer inspections passed 3/7/17.
- **706 & 712 Giddings Avenue (#BLD16-0446)** Permit issued 3/2/17 to expand & modernize the building. Roof removal has started.

- **122 Main Street (GRD15-0035)** Grading for new commercial building – Permit issued 2/12/2016. Progress inspection done 11/24/16.
- **122 Main Street (BLD15-0395)** Permit issued 2/12/16 for new commercial building. Progress inspection 10/13/16. Drantile passed 1/3/17.
- **1415 Forest Drive (#BLD16-0772)** Permit issued 3/31/17 to add to 2-story mercantile/office building. Building footing inspection 4/5/17.
- **Various locations throughout the City (#BLD15-0632)** Permit issued 10/9/15 to install 11 bus shelters.

Planning Activity

Comprehensive Planning

- April 5: Attended Ward 8 meeting on Eastport Shopping Center
- April 13: Attended AA County meeting to discuss proposed site access at 1750 Forest Drive.
- April 20: Discussed Forest Drive/Bay Ridge Road/Eastport Sector Study with Environmental Matters
- April 25: Attended monthly BRTB meeting where 2018 UPWP was approved
- April 25: Attended webinar on online community engagement tools
- April: Worked on wayfinding installation

Current Planning

Monthly News/New Projects:

- Site Design Plan Review (SDP2017-017) for Carroll Leona, to renovate and expand an existing single-family structure, located at 422 Chester Ave.,
- Site Design Plan Review (SDP2017-08) for Tim & Laura George, to renovate and expand an existing single-family structure, located at 112 Chester Ave.,
- Site Design Plan Review (SDP2017-026) for Spa West LTD Partnership, LLP c/o Michael Gardiner, to redevelop the existing car dealership and vacant property with 18 single-family attached townhouse units, on 0.67 acres, located at 285 West St.,
- Site Design Plan Review (SDP2107-016) for Edwin Bell, to raze and replace an existing house, located at 940 Creek Dr.,
- Site Design Plan Review (SDP2017-021) for Scott Marchakitus, for remediation of severely eroding slopes, located at 415 Monterey Ave.,
- Site Design Plan Review (SDP2017-023) for City of Annapolis, critical area consistency report for work located at Hawkins Cove near Cove Rd.,
- Administrative Adjustment (ADJ2017-005) for Richard Rainer, for reduction in the side yard setback, located at 525 Burnside St.,

- Port Wardens (PORT2017-010) for Heidi Rothenhaus, to install a mini mag 2800 boat lift on existing pier, located at 198 Acton Rd.,
- Port Wardens (PORT2017-011) for John Crisswell, to replace finger pier, boat lift and pilings, located at 225 Wardour Dr.,
- Port Wardens (PORT2017-012) for Pyramid Maritime One and Two, LLC, to rebuild and reconfigure the existing commercial marina, reducing slips from 85 to 64, with floating piers and T-heads, located at 1 Walton Ln.,
- Port Wardens (PORT2017-014) for Beatty Nathalie, to remove existing pier and boat lift and construct a fixed pier with floating pier and gangway, located at 2 Southgate Ave.,
- Site Design Plan Review (SDP2017-025) for Richard Roeser, to allow proposed additions and renovations to existing single-family dwelling and construct a new 2-car detached garage, located at 628 Bay Ridge Ave.,

Major Planned Actions:

Planning Commission, May 4, 2017:

Public Hearings and Deliberations:

1. ZTA2017-002: Ordinance O-18-17, for the purpose of removing restrictions on a personal care establishment in the PM, Professional Mixed Office District
2. ZTA2017-003: Ordinance O-22-17, Capital Budget Fiscal Year 2018 and Resolution R-16-17 Capital Improvement Program Fiscal Year 2018-2023,

Work Session:

1. PD2017-001 Residential Planned Development by Pastrana Family Properties, LLC, for 45 single-family attached townhouses, known as Central Park, on 4.973 acres, located at the west side of Elliot Road and Hilltop Lane,

· Planning Commission, May 17, 2017:

Work Session:

1. PD2016-002 Special Mixed Planned Development by Eastport Plaza, LLC c/o L&L Investments, LLC and Solstice Partners, LLC to redevelop approximately two acres of the existing Eastport Shopping Center, known as 'The Lofts as Eastport Landing', MEETING CANCELLED

· Board of Appeals, May 2, 2017:

Public Hearings and Deliberations:

1. SE2017-004 Special Exception application by the City of Annapolis for a governmental facility to allow the construction of a public maintenance facility, located at 935 Spa Rd.

Community Development

Community Development Block Grant

- Completed Final draft of the CDBG FY 2018 Annual Action Plan and posted it on the City's website for the 30-day public comment period from May 5 – June 5.
- Continued participation in the Regional Fair Housing group meetings regarding the Fair Housing Assessment required for all CDBG recipients in FY 2019.
- Completed the HUD Part 58 environmental review process for CDBG. Waiting for responses from the Clearinghouse.
- Completed Davis-Bacon requirements for on floor replacement project at the Stanton Center which began in April. Also submitted Davis Bacon report for this period.
- Met with HUD representatives who completed a site visit on the Lighthouse Bistro project.
- Began revision of CDBG Citizen Participation Plan. The revision will include participation in the Fair Housing Assessment which replaces the Analysis of Impediments to Fair Housing.
- Completed final revisions to the fair housing brochures and sent them to be printed
- Completed Fair Housing proclamation for April as Fair Housing month.

Homeless

- Homeless Coalition Board Meeting: Continued discussion of implementing a coordinated assessment which HUD will require to be in place by January 2018 for both Emergency Solution Grant (ESG) and Continuum of Care funding which amounts to over \$2M for homeless programs in the city and county. Attended meeting with APD, DSS Homeless Coordinator, Economic Development Coordinator and other homeless service providers to try to resolve issue and find housing
- Worked with Light House Shelter staff, began Emergency Solutions Grant for \$145,000 for operations and rapid rehousing funds for the shelter. Application is due in May.
- Attended grand opening of the Lighthouse Bistro which received \$50,000 in CDBG and \$200,000 in Community Legacy funds.
- Completed ESG Quarterly Report

MPDU Program

- Three MPDU's sold this month. There is one left in Boucher Place.

Community Grants

- Reviewed 35 Community Grants and participated in community which made recommendations for funding to the Finance Committee.

Misc.

- Made presentation on affordable housing in Annapolis and the MPDU program at a workshop at Evangelical Presbyterian Church.
- Met with Housing Initiative Partnership (HIP), in partnership with PIRHL Developers, LLC (PIRHL) which has received Low Income Housing Tax Credit funding from MD Department of Housing and Community Development. The groups are proposing the development of forty-two affordable (42) stacked townhomes in three (3) buildings in Annapolis, MD, located at 2010 West Street. Began drafting a PILOT for the project to make it affordable to low and moderate income families.
- Completed Community Legacy Quarterly Report for the Bowman Demolition project.

Historic Preservation

Administrative approvals issued - 26

Total estimated costs of approved applications - \$144,614.09

Private - \$144,614.09

Public - \$0

Public Hearing approvals issued - 2

Total estimated costs of approved applications - \$524,800.00

Private - \$524,800.00

Public - \$0

Economic Development

- Provided 24 start-up, retention and growth support services for businesses and nonprofits to: connect them with potential loans/investors, provide no-cost consultation; locate space; conduct market research; resolve permitting and signage issues; and develop workforce
- Updated the City's New and Expanding Businesses List
- Sent (14) new-business Welcome Letters and 2-Year Anniversary Letters
- Created a marketing brochure to accompany the Market House Lease RFP for a new tenant
- Continued working on a Panhandling/Homeless/Buskers educational brochure for downtown businesses
- Participated in 45 meetings and events with city departments and business support organizations to:
 - Create and deliver presentations to:
 - Planning Commission – re: Maritime Study results and adding food store to C2A zones to Planning Commission
 - Annapolis Sailing Industry Association (ASIA) – re: maritime branding initiative
 - Anne Arundel Industrial and Commercial Association (AICCA) – re: economic overview of City to developer/broker association
 - Anne Arundel County Chamber of Commerce – re: economic overview of City
 - City Council (Work Session) – re: Maritime Economic Study & maritime branding projects
 - Align economic development, events and/or marketing strategies with:
 - HPD/WIT/KHAB (Resiliency Planning efforts)
 - Fire/OEM (business rep to Sprinkler Workshop & disaster planning for businesses)
 - DPW/SP+ (finalize Loading Zone recommendations)
 - SP+ (attend weekly meetings as business rep)
 - APD (helping businesses handle the homeless)
 - Mayor's Office (Clean Up Week planning)
 - AA County/City Hispanic Liaisons and SBDC (organize Hispanic Business classes)
 - AAEDC (ongoing support and resources)
 - Launch! Annapolis (plan/attend entrepreneur and innovator events)
 - DAP (Committee, Board, and ad hoc support meetings)
 - MABs (attend both City and County Maritime Advisory Boards to determine best ways for industry to collaborate)

- LAA (attend and receive recognition at Leadership Anne Arundel Reception)

Recreation and Boating

Recreation

- Stanton Center Happenings: Get Smart Club and Library, Maryland Food Bank After School Supper Club, Adult and Youth Open Gym, STAIR, Girls are Great at Science and DAFINA.
- PMRC Fitness Class Participants: 1,768 and Personal Training Hours:78
- Jen Jennings attended the Maryland Recreation and Parks Conference and graduated from the MRPA Leadership Institute. City of Annapolis won a portable scoreboard at the conference. Jen also spoke to Health and Fitness students from AACC.
- Eighty two participants have enrolled thus far in Latchkey for next school year.
- Camp enrollment continues to rise with three Splash Camps already full and others filling up quickly.
- Spoke about Latchkey Enhancement for facility fees incurred through Anne Arundel County Recreation and Parks at the Finance Committee meeting.
- Staff held interviews for summer camp counselors.
- Staff continues to plan for summer camps.
- The Inaugural Pass, Pick & Play Event had over 250 children participate & 1,000 items were donated.
- April was the start of Adult Spring Softball with 16 teams, Start of youth baseball programs with 26 teams, Start of second session of spring classes – boxing, fencing & Hello Horse.
- Sports Revenue for the month was \$8,482.00

Parks

- GreenScape- prepared for GreenScape (working with tree nursery on missing order, matched volunteers with projects, scheduled deliveries, updated spreadsheet and printed them for BGE volunteers), accepted plant/tree/mulch deliveries at the pool, sorted 57 projects, assisted with project pickup, visited projects the day of GreenScape
- Anne Arundel County Land Preservation Parks and Recreation Plan- provided the County and MIT with information regarding City parks for the latest revision of their LPPRP
- Park Maintenance Staff have been trying to keep up with our mowing tasks in between all of the other Spring repairs and Special Events.
- De-winterize the Pool Building, Bates Sports Complex, Water Fountains at Acton Park and Newman St. Park, and the Irrigation Systems at NAAA Trail and Collison Field.
- Need to make pool repairs. Due to the amount of paint flaking, the bottom of the pool needs to be repainted and there is a crack in a weld joint which is going to be repaired on May 4th. We are currently looking for funds for the pool painting.
- We need to do repairs to the irrigation system at the NAAA Trail with a cost of \$ 4800.00.
- The Weems Whalen snack bar building is in need of a new roof as it has caved in.
- PMRC sold 77 less memberships in April than in March.
- PMRC had 213 less members use the facility for April than in March with a use of the facility total of 8,231 for the month of April.
- PMRC made \$8,194.50 in Rental Revenue in April.
- PMRC Front Desk continues to process camp registrations.

- PMRC Front Desk supervisor attended the MRPA Annual Conference in Ocean City April 4-7.
- PMRC Front Desk Supervisor is working on identifying money, supplies and equipment needed for the "Tweeners" Recreation Room.

Boating

- Assistant Harbormaster Andrew Patterson pulled two students from the water in Spa Creek, just off of the Chart House.
- Fox 45 News and the Capital Gazette both provided positive press for the Harbormaster's Office: One story covered Patterson's rescue of the two girls and another was a "Meet the Harbormaster" piece.
- The Harbormaster, with assistance from Annapolis Police Department, evicted two men from Weems Creek and issued six citations for various infractions. One boat will be removed and destroyed with monies from our Derelict and Debris grant. The Harbormaster's staff wrote 18 warnings to 7 boats in Spa and Weems Creek. Violators are required to come into compliance by May 2nd or face civil citations and fines.
- Our office has been approved for participation in Art in Public Places. Our lobby will soon display nautical art for sale from local artists.
- Harbormaster's staff continues to prepare for Blue Angels Air Show (May 24th to 26th)
- We are moving forward with Park Mobile as the method by which customers pay for the boat ramp at Truxton Park. We will work with our Chief Communications Officer to release roll-out information. Our current credit card machine is relatively expensive and somewhat unreliable, but will remain in place with a cover, until the new system is a proven success.
- Memorial Day weekend preparations are underway.
- Harbormaster staff is having a great deal of difficulty in obtaining timely information from Maryland Natural Resources Police Communications office. Currently, we can only gather information from 830 to 4 pm on weekdays. We can only get copies of police reports by way of a lengthy form that can take up to 30 days to yield information. This is hindering our ability to complete our mission and to assist the Maryland NRP in her mission.
- Despite a valiant effort from Procurement, we have not received an acceptable bid for the sale of Patrol 1 using Gov Deals. Procurement continues to help find a solution.

Transportation

Monthly News

- Three (3) bus operators participated in the 22nd annual statewide bus rodeo organized by Transportation Association of Maryland (TAM).
- Transit Operations Manager attended the annual Hurricane Conference in New Orleans with OEM staff.
- ADOT staff together with the Mayor and Alderwoman Pindell Charles met with residents of Ward 3 to discuss community issues.
- We are still in the process of filling the following vacant positions: contractual maintenance supervisor, maintenance technician I, and one part time driver

Activity Report

Transit Operations

Table 1 April 2017 Unlinked Passenger Trips

Route	April 2017	April 2016	% Change
Red	4,194	5,845	-28.25%
Yellow	2,073	2,688	-22.88%
Green	5,117	7,271	-29.62%
Orange	1,322	1,702	-22.33%
Gold	1,992	2,426	-17.89%
Brown	5,064	8,408	-39.77%
Purple	2,501	2,782	-10.10%
State Shuttle	5,222	4,790	9.02%
Paratransit	196	365	-46.30%
Total	27,681	36,277	-23.70%

Table 2 April 2017 Farebox Revenue

Route	April 2017	April 2016	% Change
Red	\$5,711	\$7,432	-23.16%
Yellow	\$1,408	\$1,757	-19.86%
Green	\$7,299	\$10,942	-33.29%
Orange	\$1,455	\$2,556	-43.08%
Gold	\$2,251	\$2,916	-22.81%
Brown	\$6,995	\$10,287	-32.00%
Purple	\$3,006	\$2,920	2.95%
State Shuttle**	\$399	\$594	-32.83%
Paratransit	\$833	\$778	7.07%
Total	\$29,357	\$40,182	-26.94%

*Excludes fares from State employees

Service Hours and Service Miles (excluding Circulator)

Total Service Hours in April 2017: 4.174.5 hours

Total Service Miles in April 2017: 44,256 miles

On-Time Performance (OTP):

1. ADA Paratransit Service: OTP for paratransit service was 100%. There were 278 complementary paratransit trips, and 24 cancellations and five (5) no-shows.
2. Fixed route's OTP was 70% based on 48 observations.

Preventive Maintenance:

- Eight (8) scheduled preventive maintenance work were completed.
- There were a total of seven (7) documented road calls

Parking

Table 3. Parking Garages – Vehicles Parked and Revenue, April 2017

Garage/Lot	Revenue	Vehicles Parked
Gotts	\$180,104	18,699
Hillman	\$251,461	20,910
Knighton	\$40,079	5,226
Park Place**	\$124,123	13,944
South Street Lot	\$3,685	21
Larkin Street Lot	\$11,250	58
Total	\$610,702	58,858

**Managed by Towne Park

Table 4. On-Street Parking, April 2017

Citations	2,023
Citation Revenue	\$90,690
Meter Transactions	87,880
Meter Revenue	\$189,134

Table 5. On-Street Parking Operations in District 1 – April 2017

Date (April 2017)	No. of Vehicles Scanned
1 to 5	15,331
6 to 10	11,335
11 to 15	14,158
16 to 20	13,253
21 to 25	12,391
26 to 31	14,815
Total	81,283

Overtime and Leave (sick, vacation personal) Hours

Overtime is a function of sick, vacation and personal leave, particularly, in transit operations. There was no overtime in Administration. Below are the overtime hours and leave hours by division for the period April 6, 2017 through May 3, 2017.

Table 6 Summary of Overtime and Leave Hours – 4/6/2017 – 5/3/ 2017

Division	Overtime	Leave (sick, vacation and personal, etc.)
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Parking Enforcement Officers & Parking Meter Technicians	9 hours	39 hours
Transit Vehicle Operations – Bus Operators only	111.5 hours	635.5 hours
Transit Supervision	57.25 hours	8 hours
Vehicle Maintenance	37.5 hours	120 hours

African American Liaison

- Continue to walk the neighborhoods and speak to residents about their concerns and needs
- Continue to visit with churches about my job and discuss how we can work together
- Continue to turn in guns to Annapolis City Police Dept. – this month ammunition only
- Received information from residents regarding drug activity homes and relayed information to police
- Continue to advocate for clients at the Anne Arundel County Drug Court
- Monthly meeting with Mayor
- Continue to send men and woman to long-term treatment programs.
- Continue to send men and woman to detox and short-term treatment programs.
- Continue to transition folks from treatment into recovery houses and sober living programs.
- Provide food/clothing/furniture for community residents in need.
- Met with Shirley Gordon of The Street Angel Project, Inc. regarding collaboration on a summer program for youth-at-risk
- Working with the Harvest Program's foodtodonate.com to distribute food to local community
- Continue to develop the "Women of Grace" project in the Eastport and Harbor House communities
- Continue to work with folks who need community service hours
- 5/7 First Sunday Arts – set up/security/cleanup
- 5/7 Box of Rain 15 year anniversary celebration
- Vacation – April 23 to April 30
- Bereavement Leave (Mother in law) – April 17-19

Hispanic Liaison

- AACo requested that the business initiatives to target not only the Hispanic community but the Non-Hispanic minority as well. We met with Maria Casasco, Hollis Manor and SBDC staff to request a plan for the "Small Minority Business Initiatives", a series of business classes/workshops, counseling in Annapolis and Anne Arundel County. We received a proposal from the SBDC (attached), it has been presented to county administrators for review. The date is Saturday May 20 at Pip Moyer recreation Center, and hopefully will continue with small divided groups in Anne Arundel County Executive Offices as planned. We will continue to work with other organizations such as SCORE, SBA, etc... to partner and find alternatives to support the initiative. Information about the event has been distributed by email, local businesses, churches, schools, and ourselves. I personally have at this time 23 Annapolis residents sign up, and waiting for more.

- I am currently assisting Tyler Heights Elementary to motivate parents to become involved in PTA activities, and more parent participation at school because for the next school calendar THE will have above 90% Hispanic students enrolled. Our first initiative will be a soccer clinic with ASC to enroll children and gather parents together to introduce them to the importance of their role as parents, why to get involve, and how all of can help them in different ways to make their lives better.
- Assisting the Tennis Alliance of Anne Arundel County to distribute information (Flyer) "Rally the Family" to Play Tennis on Saturdays in May from 1:30pm to 3:30 at Truxtun Park tennis courts. TAofAACo will run free family tennis clinics for the Hispanic community. Free - No registration - rackets provided.
- Assisted a city resident to understand her online payment for the water bill, why there was a penalty, and late fee as the echeck was not processed as requested. She insisted that the website is not easy to make payments.
- Met with the Office of Emergency Management, director Kevin J. Simmons to exchange ideas when would be a good time to share with the Hispanic community about the resources and information about this Office.
- Translating – Fair Housing Brochure was completed, currently working on the water quality report translation.

